

DELPHI Skills Assessment for FA Lead Accounting Technician

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

		<i>Proficiency</i>						
Skills	Does not apply to my job	I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation								
Run Reconciliation Reports								
Define Leases								
Project Depreciation								
Verify Asset Retirement entries and Correct any errors								
Retire Groups of Assets								
Run and Distribute Inventory Reports								
Maintain Fixed Asset Database								
Reconcile Assets at the end of each Period								